

1. Introduction

A job dictionary provides a comprehensive analysis of the physical demands associated with a worker’s job role. It breaks down each job role into its individual tasks and aims to provide a detailed description of the physical requirements placed upon the worker. Each job role and its individual tasks are given a classification which helps to identify high demand tasks in addition to assisting with injury management and rehabilitation. The Job Dictionary is a valuable tool which can be utilised by employers in multiple scenarios:

- To demonstrate the inherent requirements of a role for pre employment purposes and for use in Functional Capacity Evaluations, IME’s, RTW and Fitness for Duty Assessments.
- To demonstrate the inherent requirements of a role to treating practitioners to aid in the negotiation of suitable duties, defining rehabilitation goals and the prognosis for recovery.
- A valuable addition to Injury Management resources.

To assist with job role and task classification, Bodycare Workplaces Solutions uses the following:

- “Physical Demand” – the Dictionary of Occupational Titles Manual, United States Department of Labour, 4th Edition, Revised 1991
- “Activity Level” the Occupational Health and Safety Act 1985, Manual Handling Code of Practice No 25, 20 April 2000

Physical Demand Level	Definition (United States Department of Labour, 1991)	Occasional (0-33% Work Day)	Frequent (34-66% Work Day)	Constant (67-100% Work Day)
Sedentary	Exerting up to 5kg of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief period of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5kg	Negligible	Negligible
Light	Exerting up to 9kg of force occasionally, or up to 5kg of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Even though the weight lifted may be only a negligible amount, a job should be rated light work: 1) When it requires walking or standing to a significant degree; or 2) When it requires sitting most of the time but entails pushing or pulling of arm or leg controls; or 3) When the job requires working at production rate pace entailing the constant pushing or pulling of materials even though the weight of those materials is negligible.	9kg	5kg	Negligible